

PROFILE

Office Coordinator

Reporting to the Office Manager, the Office Coordinator is responsible for the coordination of all administrative and general operational requirements for the office. The Office Coordinator will proactively coordinate the upkeep and functionality of the Resolute Technology Solutions Inc. (RTS) office and support the day-to-day needs as set out in the duties and responsibilities.

RESPONSIBILITIES

Administrative Assistance:

- Calendar scheduling/maintenance
- Fielding telephone calls
- Complete and submit monthly expense reports
- Arrange for various meetings and/or ground transportation
- Make office/travel bookings and/or arrangements
- Event arrangement/management for RTS staff
- Compile and/or proofread various correspondence (HR, General Office, Financial, Corporate or Departmental)
- Input into/update systems (time tracking, performance management, etc.) as directed
- Assembly of various monthly reports (internal and/or client) as directed
- Compile agendas and minutes as required
- Perform internet research; compile data as required
- Other duties as assigned

Office Assistance:

- Receiving and directing visitors
- Filing/faxing/scanning
- Mail and courier assembly/disbursement/logging (internal/external)
- Create invoices and obtain supply order/contract approvals
- Create/run reports as directed
- Create/prepare announcements
- Purchases as required/directed
- Arrange maintenance/checks for equipment as required
- Arrange seating/assist in the onboarding/off boarding of employees
- Arrange conference call number bookings
- Resource bookings where necessary (meeting rooms, corporate vehicle, etc.)
- Manage parking validation and submit purchase orders
- Maintain spreadsheet containing all office expenses
- Assemble/maintain copies of all related paperwork/invoices for Accounts Payable/Accounts Receivable and/or financial statements as directed
- Offsite shipment of records where applicable

- Work with vendors on reported issues/new services
- Maintain organization of office area
- Obtain work order approvals for RTS and act as a liaison with Property Management
- Building fire/safety checks/testing/coordination
- Other duties as assigned

Workroom/Kitchen Maintenance:

- Weekly supply ordering
- Organize and stock supply room
- Maintenance/stock kitchen area
- Other duties as assigned

QUALIFICATION REQUIREMENTS

Experience/Education/Training

- Must have minimum 5-7 years' experience in the office industry
- Administrative certification would be beneficial
- Accounting knowledge a definite asset

Knowledge, Skills, Abilities and Attributes

- Problem solving ability
- High degree of accuracy and attention to detail
- Organizational skills
- Strong verbal and written communication skills
- Strong Microsoft software skills (Word/Excel/PowerPoint)
- Solid understanding of basic mathematics
- Ability to be creative
- Client Service orientated
- Ability to meet deadlines consistently
- Ability to work effectively independently or in a team
- Sensitivity to confidential matters (i.e.: staff and/or client)

DUTY STATEMENT

- Be professional in dealings with RTS staff and Clients
- Maintain a high level of confidentiality
- Flexibility of working hours

AUTHORITIES

- 24/7 building/floor access